

Iteration Plans

for

TALS - AMR

Version 1.4

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OFM – BASS/IS

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Revision History

Date	Ver./Rev.	Description	Author
2/9/2006	1.0	Initial Draft	Megan
3/22/2006	1.1	Updated after review	Megan
3/24/2006	1.2	Accepted changes from review. Also, updated after feedback through email. Updates included modification to UAR phase 7, Phase 1 reports, and Phase 2. Also, documented the purpose of the document	Megan
3/31/2006	1.3	Per design team meeting 3/29 made the following modification: 1) Split Filter and copy into it's own iterations 2) Modified what Phase 8 meant and split into two iterations Per email from Sara added add Updated EA Reports with reserve information	Megan

		<p>Per Discussion with Allen, added the word "technical" in front of refactoring.</p> <p>Spelled out UAR and EA for clarification for the reader.</p>	
4/5/2006		<p>Accepted recent changes</p> <p>Marked a final</p>	Megan
5/9/2006	1.4	<p>Per Megan</p> <p>1.2 Scope – Iteration 1 – Changed Expenditures to Coding Structure</p> <p>Iteration 2 – Changed Revenue to Allotment Detail</p> <p>Deleted Iterations 3 and 4; renumbered Technical Refactoring of packet management</p> <p>Added to Out of Scope – Replacement of ExecMon</p>	Jackie
5/10/2006		<p>Modified report phase iteration plan to reflect what the team is working on in phase 1</p>	Megan

1. Introduction

1.1 Purpose

The purpose of this document is to provide the project team with an overview of the order the project will address business requirements. It identifies the scope of what the team will be working on in each phase and iteration. A phase is a way to group functionality. Some phases are also grouped into iterations to break into smaller, more manageable pieces.

Phases and iterations will be identified within the work plan. However, not all the bulleted functionality will be identified in the work plan. The project team will use this document for understanding the scope of that phase and iteration.

TALS AMR must, at a minimum, deliver functionality phases 1 through phase 6, Iteration 1 and report phases 1 and 2 by April 2007. However, it is highly desirable that all the functionality listed below be implemented by April 2007.

1.2 Scope

In Scope

Phase 1 – Packet Management

- View Packet List
- Add
- Update
- View
- Delete
- Lock/unlock
- Security implemented
- Attachments

Phase 2- Allotment Detail

Iteration 0: Requirements Finalization

- Functional requirements for retroactivity
See policy issue number 6:
<http://www.ofm.wa.gov/accounting/tals/retroactive.doc>
- Functional requirements for retaining original packet management submittal

Iteration 1 – Coding Structure

- Add
- View
- Delete
- Update
- Delete
- View

- Security implemented

Iteration 2 - Allotment Detail

- Add
- Update
- Delete
- View

Iteration 3 – Technical Refactoring of packet management

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Phase3 – Pre-Release Edit Check and Submit

Iteration 1 - Pre-Release Edits

- AFRS edit checks
- TALS edits (control numbers, narratives, ...)

Iteration 2 – Submit

- Create AFRS transaction codes
- Submit to AFRS
- Recall/Submit to OFM
- Notification

Iteration 3 – Technical Refactoring

- *Packet management*
- *Allotment detail*

Phase 4 Allotment Data Review/Approval

Iteration 1

- OFM Packet Management (Lists agencies and packets for selection)
- Summarized view of allotment data contained in multiple packets
- Status tracking
- Filter
- Review data and agency external comments
- Add comments (internal and external)
- Facilitate tracking of changes on a resubmittal

Iteration 2

- Approval/Returned
- Ability for OFM analyst to know what is waiting for their review (may be a report)
- Modifications to Expenditure Authority application and/or reports to support Unanticipated receipts
- Modifications to Expenditure Authority application and/or reports to support agency reserve allotments
- Submit data to monitoring
- Notification
- Security

Iteration 2: Technical Refactoring

- *Packet management*

- Allotment detail
- Prerelease edits and submit

Phase 5- Copy/Filter/Find

Iteration 1 – Find/Filter Allotment Detail

- Allotment Detail Find
- Allotment Detail Filter

Iteration 2- Copy Allotment Detail

- Allotment Detail Copy

Iteration 3 – Copy Packets

- Copy

Iteration 4 – Find/Filter Packets

- Filter
- Find

Iteration 5 – Technical Refactoring

- Packet management
- Allotment detail
- Prerelease edits and submit
- Allotment review/approval

Phase 6 Import data

Iteration 1 – Import preformatted Text file

- Import all new records,
- Data format validation
- Exception tracking

Iteration 2 – Import from SPS

- Select level of data to upload (A&B only, or the projection file level)
- Data format validation
- AFRS coding validation
- Exception tracking

Iteration 3 – Pattern Operating Expenditure, Revenue, Cash Receipts and Cash Disbursements data from previous biennium

- Allow mapping previous biennium index codes to current biennium index codes
- Import actuals
- Make adjustments to actuals
- Make projections on open months
- Make adjustments to historical percentages
- Apply historical percentages to control numbers

Iteration 4 – Technical Refactoring

- Packet management
- Allotment detail
- Prerelease edits and submit
- Allotment review/approval

- Filter/Copy/Merge

Phase 7 - UAR

- Online entry of UAR B-20-1
- Legislative Review Process
- UAR 10-day waiting period

Iteration 2 - Technical Refactoring

- Packet management
- Allotment detail
- Prerelease edits and submit
- Allotment review/approval
- Filter/Copy/Merge

Phase 8 –User management/System administrator/Data management

- Manage contact information
- Manage user roles/access (administrator system security)
- Data management
- Super user capability
- Edit override

Iteration 2 – Technical Refactoring

- Packet management
- Allotment detail
- PreRelease edits and submit
- Allotment review/approval
- Filter/Copy/Merge

Phase 9 –View Packet History

Phase 10: Other

- Spread
- Repeat
- Round
- Spell Check
- Find/Replace (select criteria/replace data)
- Agency internal control numbers
- Merge/Replace Upload preformatted text file
- Merge/Replace SPS

Reports

Phase 1: Envisioning

- Report need identification
- Standard report specification (common specifications for all AMR reports)

- AMR report specification template
- Parameter page
- Allotment Status Report

Phase 2: Data Report (s)

- Detail
 - Expenditure
 - Revenue
 - Cash Disbursements
 - Cash Receipts
- Comments
- Summary
 - Expenditure

Phase 3 - Comparison Reports

- Allotment vs. EA Schedule Variance
- Revenue vs. Expenditure Variance (option to limit to State, Federal or Private/Local funds)
- Allotted Revenue vs. Revenue Control variance
- Cash receipts vs. Revenue allotments
- Cash disbursements vs. Cash receipts
- Cash disbursement vs. Expenditures
- Fund balance
- Cash balance
- Allotments vs. Actuals
- UAR
- Internal vs. Official allotments

Phase 4

- Revenue summary
- Cash receipts summary
- Statewide roll-up of allotments

Phase 5

- Comparison of original allotment packet with revised packet submittal
- Administering agency reports

Out of Scope

- Enterprise Reporting Application Interface Architecture
 - Functionality that would enable application to run reports without having to log in to Enterprise Reporting.
- Manage Allotment Templates
 - Provides agency users the ability to build and save a customized input grid with AFRS coding structure for entering allotments.
- Cumulative Replace
 - This was removed at the second JAD session after e-mail discussion. After some research, no supporting documentation could be found for its creation or usefulness.

- Ability to save pattern mapping
 - This would be useful for agencies that will use the patterning tool. Enabling agencies to create a connection between AFRS coding structure changes from biennium to biennium.
- Import from BDS
- Replacement of ExceMon
- Import Historical Data (except where it applies for patterning)
- Import Historical Recast Data
- User Defined drill down/roll-up views of data
- Implementation of a workflow package (under the OFM review section, do we need to capture anything about a work queue, or will we handle this with reports? If we handle this with reports, do we have those defined above?)

1.3 References

- Project documentation resides in the [\\ofm018\acctdiv\BASS Release 9 TALS - AMR\ofm018\acctdiv\BASS Release 9 TALS - AMR\Project Management\](#) directory.
- Issues Log is located at [TTPro](#)
- Requirements under the following directory [\\ofm018\acctdiv\BASS Release 9 TALS - AMR\Requirements](#)
- Design documents are located at [\\ofm018\acctdiv\BASS Release 9 TALS - AMR\Design](#)

2. Plan

Refer to Work Plan the [\\ofm018\acctDiv\BASS Release 9 TALS - AMR\Project Management\2-Planning & Execution\Scheduling & Staffing\TALS - AMR Scheduling and Staffing.mpp](#)

3. Risks

Refer to TTPro Risk Filter

4. Resources

4.1 Human Resources

See staffing plan the [\\ofm018\acctDiv\BASS Release 9 TALS - AMR\Project Management\2-Planning & Execution\Scheduling & Staffing\TALS - AMR Staffing Plan.doc](#)

4.2 Software Resources

- Visio
- Visual Studio.NET
- Visual SourceSafe
- Microsoft SQL Server (including Enterprise Manager)
- MS Office 2000

- MS Project
- Internet Explorer 5.5
- Internet Explorer 6.0
- Test Track Pro

4.3 Hardware Resources

- OFMSWS29 – Development Web Server
- OFMSWS22 & 23 – Alpha QA Web Server
- OFMSWS16, 38, & 39 – Production/Training/Beta QA Web Server
- OFMSWS15 – Development/Alpha QA SQL Server
- OFMSWS66 – Production/Training/Beta QA SQL Server
- OFM020 – Development/Alpha QA SQL Server
- OFM016 – Production/Beta QA SQL Server
- Testing lab – BASS Test Lab